

891502/13/96

Revised

**CITY OF RIVERSIDE**  
**HUMAN RESOURCES DEPARTMENT**  
**CLASSIFICATION SPECIFICATION**

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**TITLE: LAW CLERK**

**DEFINITION**

Under general supervision of the City Attorney or designee, to perform a varied range of legal research and assistance to the Legal Department of the City; and to do other work as required.

**DISTINGUISHING CHARACTERISTICS**

This is a temporary part-time classification in which the services of law students are utilized on a short term basis to perform legal research and to provide assistance to attorneys. This class is distinguished from various legal clerical classes by more technical duties and less emphasis on such tasks as scheduling, calendaring, typing, proofing, recordkeeping, supervision, and procedurally oriented administrative tasks. This class is further distinguished from the Legal Assistant classification by the less comprehensive legal training required of law clerks and the ability of legal assistants to interview witnesses and to regularly exercise independent judgement in the course of work.

**REPORTS TO:** City Attorney or designee

**SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the City Attorney or designee.

**EXAMPLES OF DUTIES**

Typical duties may include, but are not necessarily limited to, the following:

- Researches and analyzes legal sources such as statutes, ordinances, court decisions, criminal pleadings, police reports, legal documents and articles for use in preparing legal documents such as briefs, pleadings, contracts, deeds, opinions, for review, approval, and use by an attorney.
- Drafts routine discovery requests and motions.
- Gathers factual information and performs basic legal research to assist attorneys in determining appropriate legal action.
- Summarizes, organizes, and indexes prior opinions, testimony, depositions, discovery responses, and other documentary material.

**QUALIFICATIONS**

**Knowledge of:**

- Principles of civil and criminal law and their application.
- Legal research methods and techniques.
- Preparation of briefs and opinions.
- Current legal resources.

**Ability to:**

- Perform basic legal research and analyze legal issues.
- Present statements of law, fact, and argument clearly and logically in written and oral form.
- Work cooperative with others.

**Education and Experience:**

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Completion of the equivalent of one year of full-time law school study and current enrollment in a California State Bar approved school of law.

Experience: None required.

**MEDICAL CATEGORY:** Group 1

**CAREER ADVANCEMENT OPPORTUNITIES**

**FROM:** Law Clerk

**TO:** Legal Assistant (Non-Classified)